

CHAPTER 11

Law Libraries

11-1 GENERAL

Army law libraries are defined as collections of legal and legislative reference materials maintained by judge advocates or legal officers of commands, installations, and activities and; are utilized as the legal reference centers for the commands, installations, or activities concerned. AR 27-5, Army Law Library Service, is the applicable regulation for this facility category.

Army law library managers will recommend to the Commandant, The Judge Advocate General's School, U.S. Army, Attn: JAGSDDS, Charlottesville, VA 22901 (TJAGSA), the establishment of additional libraries when needed. Upon TJAGSA approval and subject to the availability of funds, a library account number will be assigned to the new library, and instructions concerning initial selection of materials will be forwarded to the requesting manager by the Army Law Library Service (ALLS).

a. **MINIMUM FUNCTIONAL INVENTORY (MFI).** The MFI is a list of law library materials normally required to carry out the functions of a legal office, and is compiled by legal specialty within Army law office functional areas. The ALLS will purchase those materials on the MFI upon request of any Army law library.

b. **LOCATION OF LIBRARIES.** The Army law library should be maintained as a separate entity to the extent possible. It will be housed in the office of the Staff Judge Advocate, ranking legal officer, or general counsel of the command concerned, and should be readily accessible to the legal staff. Where desirable or more economical, and with the approval of ALLS, a law library may be administered through a general or technical library.

11-2 PLANNING AND DESIGN CONSIDERATIONS

a. **LIBRARY USERS.** Army law library users may vary with each library, but law libraries are maintained primarily for the use of lawyers and other persons with legal background. The person who is designated as the accountable officer of the library should identify potential users and supply this information to the design agency for planning purposes.

b. **THE COLLECTION.** The size and variety of the legal collection depends on the MFI for the library concerned. Table 11-1 outlines the contents of a sample law library of 1,000 GSF.

c. **READER STATIONS.** Army law library users require seating in the library for doing legal research. Leisure reading areas should not be provided. Table seating and

**TABLE 11-1 EXAMPLE COLLECTION FOR A 1000 GSF
ARMY LAW LIBRARY**

1. Reference and Legislative Materials
 - a. Legal Encyclopedias
 - b. Legal and General Dictionaries
 - c. Legal Directories and Forms
 - d. Federal Legislation U.S. Code
U.S. Code Annotated
 - e. Army Regulations
 - f. State Statutes
 - g. U.S. Supreme Court Reports Digests
 - h. Federal Reporter and Federal Supplement
 - i. Regional Reporter and Digest
 - j. Shepard Reporter Citations
 - k. Legal Periodicals
2. Treatises
 - a. Administrative Law
 - b. Contracts
 - c. Criminal Law and Criminal Procedure
 - d. Domestic Relations
 - e. Labor Law
 - f. Environmental Law
 - g. Real Property
 - h. Torts
 - i. Veterans and Military Personnel

3. Military Law

Total Collection Size	3500 Volumes
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carrels provide the best accommodation for research. Based on a sampling of 85 county law libraries, the rates of user seating area to collection storage area is approximately 1:2. Seating space should be provided based on 50 percent of the collection storage area.

d. **STAFF.** Army law libraries may or may not be staffed on a full-time basis depending on the size and mission of the facility. An officer, warrant officer, professional civilian librarian, or a responsible civilian member of the staff may be designated as the accountable officer by the installation commander. Staffing requirements should be determined on a case-by-case basis by the installation commander and transmitted to the design agency. The typical 1000 GSF Army law library has one full-time civilian technician to staff the library.

11-3 INDIVIDUAL SPACE CRITERIA

Individual space criteria which is general to all library types is provided in Chapter 4. The criteria given below is intended to supplement Chapter 4 criteria with criteria specific to Army law libraries. All spaces normally included in Army law libraries are listed below.

a. **STACK AREA.** The stack area houses the entire legal collection including all reference and legislative materials, legal periodicals, treatises, and military law materials. Army law libraries are not usually equipped with card catalog files. However, most legal reference material is prepared in series/volume format and is relatively easy to access without benefit of a card file. Stack areas should be so arranged to facilitate storage of like materials in the same location. Reader stations should be directly adjacent to and/or interspersed with the stack area. For a collection of 3500 volumes, the following space shown in Table 11-2 should be provided.

TABLE 11-2 STACK AREA SPACE REQUIREMENTS

Item	Unit Area Allowance	1000 GSF QTY	NASF
Shelving	9	56	504
Total			504

b. **READING/STUDY AREA.** Seating requirements are based on criteria outlined in paragraph 11-2.c. The total seating area which should be provided in the example design is 0.5 x 504 or 252 NASF. Based on the provision of table seating at a 25 NASF/station, the number of seats specified in Table 11-3 should be provided.

TABLE 11-3 READING/STUDY AREA SEATING REQUIREMENTS

Item	Unit Area Allowance	1000 GSF QTY	NASF
Table Seating	25 NASF/station	12	300
Total			300

c. **STAFF WORK STATION.** Staff work areas require minimal space in most law libraries and, in some cases, require no space when the library is not staffed. For the example design, the full-time staff person should be provided a desk, filing cabinet, and a visitor's chair for consultation. The staff work station should be located adjacent to the entrance for control and consultation purposes. Table 11-4 provides staff space requirements, Table 11-5 contains a summary of law library space requirements, and Figure 11-1 shows a law library space utilization plan.

TABLE 11-4 STAFF SPACE REQUIREMENTS

Item	Unit Area Allowance	1000 GSF QTY	NASF
Work Station	80	1	80
Files	10	1	10
Visitor's Chair	10	1	10
Total			100

TABLE 11-5 SUMMARY OF SPACE REQUIREMENTS

Item	NASF
a. Stack Area	504
b. Reading/Study Area	300
c. Staff Work Station	100
Total	904
Core Area 15% \pm NASF	96
GSF	1000

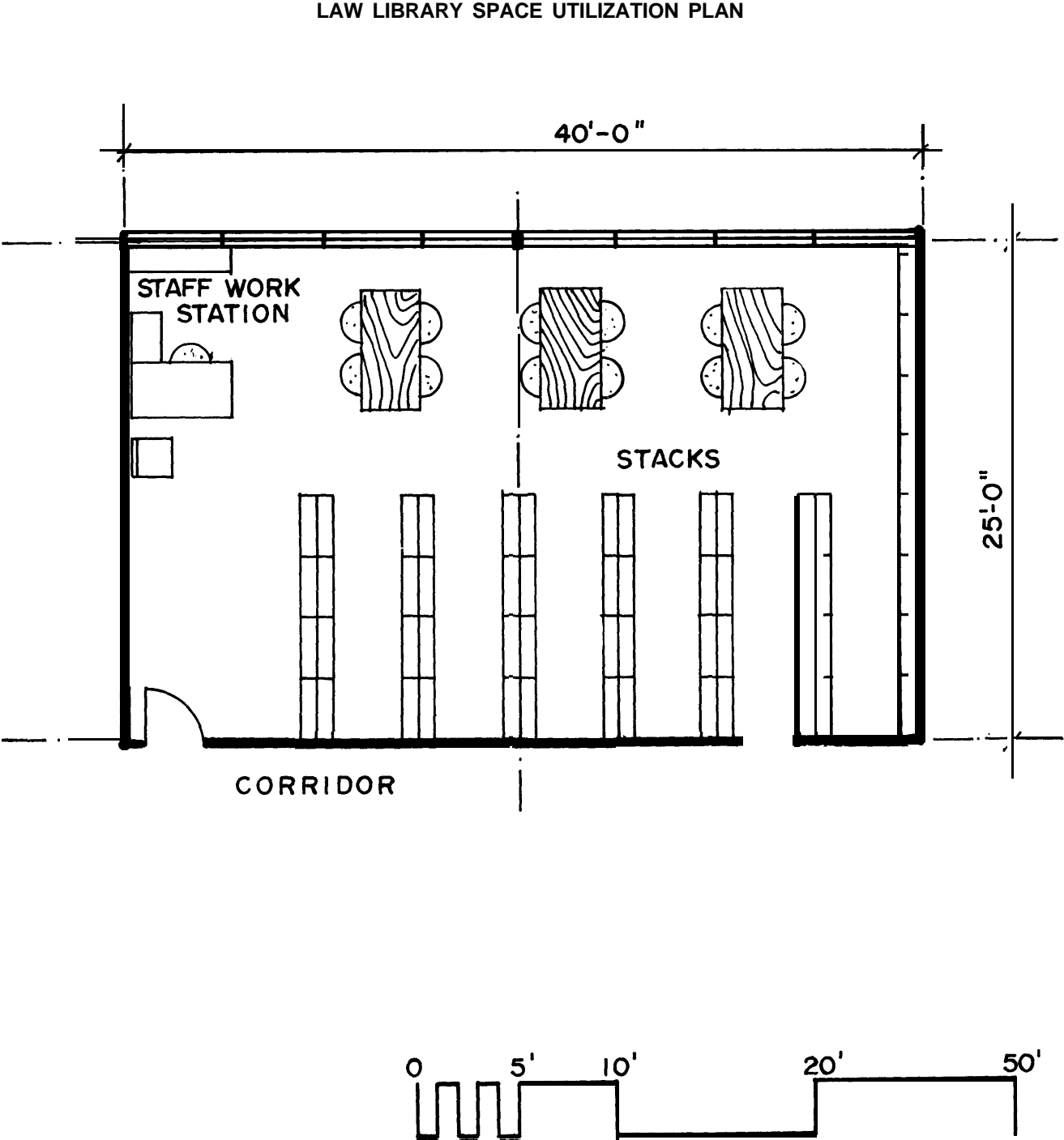


FIGURE 11-1